

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. 880122-03 FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Office of Commissioner of Insurance Application Number Application Date Insurance Department, Rating Division 716 West Tower, Floyd Building Date Received Date Completed **Application Number** No. 2 Martin Luther King Drive JAN 22 1988 MAY 1 9 1988 Atlanta, Georgia 30334 **Working Title** Telephone Number 2. Person to Contact 656-2023 Transferring Records Custodian Tommy Hutchens 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. Amend Application No. <u>74-341A</u> Check One: □ Change; ☑ Supercede; □ Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Policies and forms received from property and casualty insurance 1955 Present companies What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Commissioner of Insurance determines that state-appropriated funds are paid to and deposited with the State Treasurer within the sums provided by law. The Commissioner of Insurance also regulates insurance companies, their agents and operation: regulates industrial loans of less than \$3,000; and oversees the enforcement of the State's fire safety laws and mobile home sales regulations. The Insurance Division supervises insurance companies and agents, collects premium taxes, examines policy forms and policy rates, and administers insurance related laws. The Division also licenses agents and companies and investigates consumer complaints. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: The reviewing for approval of requests from insurance companies in relation to changes in their policies and forms. Included are: Approved property and casualty policy forms and endorsements used with these policies. File is arranged: Alphabetically by name of insurance company. 8. Monthly Reference Rate How often are records referred to which are: 288; Seven to twelve months old ________; Thirteen to twenty-four months old ___________; One to six months old ___ twenty-five months and older_ -? *OES* 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Cher (specify) Hanging files _____; Other (specify)

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YES N	0	10. Questionnaire	(Place an	in the proper colu	umn)		
x	a. Is this the official copy of the series? If not, where is it?						
	x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.					
	x c. Is this a vital record?						
-	×						
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?						
_4	x f. Is the information contained in this series ever published? If yes, attach copy.						
	g. is the information contained in this series ever analyzed and/or recorded in a summarized report? X If yes, attach copy.						
	x_	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?					
x	i. Is this series (or a major portion of it) regularly microfilmed?						
x i Does the record series result in a computer printout?							
11. Re	rtenti	on Requirements	.aTh	e following require:	s the series to be kept:		
•	Stat	e I aw		vears.	d. Audit period	VAGTE	
a. State Law b. Statute of limitation				years.		years.	
c. Federal law				vears.		years.	
				, , , , , , , , , , , , , , , , , , , ,	,	, 54. 0	
Attach copy or excerpt of laws or regulations. Explain administrative need.							
These records are related to insurance policy forms that will remain in effect for							
long periods of time and will be needed for reference when companies request a							
change in their policies and forms.							
12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:							
☐ Calendar, Year; ☐ Fiscal Year; ☐ Otherthen,							
Manufiles Glas 4/21/87							
A Hold in the current files area until the times verified rearts; then							
☐ Transfer to local holding area, holdyear(s); then							
☐ Transfer to State Records Center; holdyear(s); then							
Destroy. Paper copy							
☐ Transfer to State Archives for permanent retention.							
図 Other (Specify)							
Reference Microfilm Copy (Office Reference Copy) - Hold in current file area 25 years;							
then destroy.							
4/5/75 Duplicative Master Master Dedicate Copy (Public Research Copy) - Transfer to State Archives for permanent							
170/80 Haster Delicate Copy (Public Research Copy) - Transfer to State Archives for permanent							
retention usa. 869 H21/88							
Security Microfilm Copy (Vital Records Copy) - Transfer to State Archives for security							
retention and archival retention.							
8 4/23/78							
0 4 1/23/78							
These instructions apply to all prior and future accumulations of the series.							
Agenc	y He	ad/Designee (Sign	ature)	Date	Records Management Officer (Signature)	Date	
w/ 99/m			\	1/16/87	Fred auderson	11-18-87	
		22-03		7.7.7	State Records Committee (Signature)	Date	
Recommendations in para-					1-11		
	graph 12 are approved.		State Aux	ditor/Designee	Wille	15-4-88	
(If disapproved, attach letter of explanation.)			Secretary o	f State/Designee	Edward Weldon	5-4-88 2 May 1988	
3	38	1-21					
[_		Attorney C	eneral/Designee	Some Sugar	Sel Minist	



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

JOHN W. OXENDINE COMMISSIONER OF INSURANCE SAFETY FIRE COMMISSIONER NOUSTRIAL LOAN COMMISSIONER COMPTROLLER GENERAL

January 18, 2001

SEVENTH FLOOR, WEST TOWER FLOYD BUILDING 2 MARTIN LUTHER KING, JR., DRIVE ATLANTA, GEORGIA 30334 {404) 656-2056 TDD# (404) 656-4031 www. gainsurance.org

Mr. Peter W. Schinkel Georgia Department of Archives and History 330 Capitol Avenue Atlanta, GA 30334

RE:

Retention Schedules

Dear Mr. Schinkel:

This is to request your assistance in enabling us to transfer certain records of the Georgia Department of Insurance to the State Archives.

These records are covered by Retention Schedules 88-19, 88-20 and 88-21. Approximately 12 years ago, a decision was made to microfilm these records and transfer the microfilms to the State Archives to be held for 25 years, after which they would be destroyed.

Due to quality and cost, this Department no longer microfilms these records. Now, it appears more feasible to transfer the actual documents (hard copies) to the Archives to be held for 25 years and then destroyed.

Would you please inform us as to what is needed to accomplish this. Thank you for your assistance.

John W. Oxendine

Commissioner of Insurance

Greg Hawkins

Director, Property and Casualty Division

Sincerely,

L.J. Darter, III

Administrative Procedure Attorney

Kedords Management Analyst

g. cc: Jim Wilson